A.   **Emergency Guide -- Statement of Purpose**

The Emergency Guide is a summary sheet of what to do in an emergency and the order in which things need to be done. The bulk of the information is phone numbers, both work and home, of selected staff members. Some names may appear more than once. Following the statement of purpose are two sample guides. The first guide should be posted throughout work areas of the institution. Staff should familiarize themselves with the procedures outlined in the guide. The second guide should be posted in public areas.

The following data needs to be inserted in the blank form provided:

1.   The name, street address and main phone number are listed in the upper right hand corner of the page.

2.   The first box contains information on the proper action to take in the event of a fire. Each guide will require that the location of the nearest fire call box be inserted after the colon. This information will vary depending on where the guide is posted.

3.   The second box covers non-fire emergencies. Larger institutions with their own medical and security departments will be able to handle many situations in-house, while others should call 9-1-1.

4.   After the immediate response has been taken, it will be necessary to alert someone from the administration. It is best to list about four or five people in this section, as no one person will be available at all times. Some people that might be listed are the Director, a Department Head or the Building Manager.

5.   In the event of damage to the collections, staff on the Disaster Recovery Team (see chapter 10) should be notified. Untrained staff discovering damaged materials should not attempt to move them.

6.   At the bottom of the sheet, there are several notes. The complete Disaster Plan will direct staff to more detailed instructions. Also, some situations, while unpleasant, do not require an emergency response. Finally, the form should be dated. This will help in updating and facilitate keeping the information current.